

STATE OF CALIFORNIA  
OFFICE OF THE ATTORNEY GENERAL  
REGISTER OF CHARITABLE TRUSTS  
LIBRARY AND COURTS BUILDING  
SACRAMENTO 14, CALIFORNIA

002362  
24

REGISTRATION OF CHARITABLE TRUST

Date: October 4, 1960

1. Name of Charitable Trust:

Address of Trust headquarters:

2. Charitable Trust under:

A. Estate of

Will probated County of

Probate No.

Last account rendered on

B. Inter vivos trust of

Date of instrument

C. Charitable Corporation or corporation formed for the administration of a Charitable Trust

Name of corporation:

Address:

Travelers Aid Society

719 K Street, Room 207  
Sacramento, California

3. Names and addresses of trustees or directors and officers of corporation:

Douglas L. Kennedy, D.D.S., President--926 Jay Building, Sacramento

William R. Breuner, Vice-President-----604 Kay Street, Sacramento

Robert Harris, Treasurer-----State Capital Building, Rm. 5037, Sacramento

Miss Dorothy Hullin, Secretary-----1619 N Street, Sacramento

Miss Genevieve Trousdale, Executive Secretary-719 K Street, Room 207, Sacramento

4. Attached hereto are the following documents:

5. Description and value of Trust assets:

~~\$12.27~~

6. Purpose of the Trust:

7. Name and address of recipients of benefits under the Charitable Trust:

Travelers in distress. New comers to community in need of aid. Record of which is maintained in this office.

Registration No. CT.....

Date of Registration.....

For use of the Registrar's office only

Executed by

Gervin Trousdale Executive Secretary  
Name Title

Travelers Aid Society 719 K St Rm 207  
Address

CT-2362

1. Program Title: Hotline/Streetworker Program (Travelers Aid Society)

2. <u>Program Budget:</u>	<u>1976-77</u>	<u>1977-78</u>
Revenue Sharing	\$30,293	\$52,450
Other (United Way)	<u>61,666</u>	<u>61,326</u>
Total	\$91,959	\$113,776

3. Program Description:

The Hotline/Streetworker program was established in 1973 to provide 24-hour emergency services to travelers and to make information and referral services available to those in need after other agencies are closed. The target group of clients is low income, transient people in crisis.

The Hotline/Streetworker program is an extension of the Travelers Aid Society program. The services of both are the same except that Hotline services (unlike those of Travelers Aid) are available to persons who are not local residents and who are not eligible for public assistance. The Hotline caseload comprises 45% of the total agency caseload.

The following services are provided:

- Telephone referral service, seven days a week, 24 hours a day at the downtown Greyhound Bus depot (7th and L Streets).
- Social worker available at Hotline site from 5 to 11 p.m. weeknights and on call after 11 p.m.
- Counseling for persons who are stranded and in need of limited cash assistance for housing, food, transportation.

No fees are charged for services. An assessment is made of the client's resources (clients must have exhausted their own financial resources before financial assistance is provided). Money for travel may be advanced if the client is able to arrange, with friend or family or other resource, for reimbursement to the agency.

The Hotline telephone is located in a corner of the Greyhound Bus terminal. The operator asks the caller to remain on the line until the worker can be contacted by means of an electronic page. The client is interviewed by telephone unless the streetworker is at the bus depot at the time. In most cases, the client is given information and directions or referral to a community resource. In a few cases, the client may be given a voucher to cover bus travel, shelter at a hotel, or a meal. The agency is able to purchase bus transportation at a reduced rate.

If the client's situation indicates professional counseling is necessary, the client is referred to the Travelers Aid office. Since the office is open only during regular office hours, their clients may be referred to a shelter or lodged in a motel for the night.

#### 4. Utilization:

Time period: 4/76-3/77. Average monthly caseload: 75.5 cases. Total number of cases for 12 months: 906. Total number of clients: 986.

<u>Client Groups</u>	<u>No. Served in Each Client Group</u>
Families	80
Couples	63
Single Men	615
Single Women	166
Male Minors	16
Female Minors	<u>46</u>
	986

In the 12-month period from 4/76 to 3/77, the Hotline received the following types of requests for service:

<u>Reason for Contact</u>	<u>No. of Requests</u>
Housing	322
Food	132
Transportation	565
Information	124
Financial Assistance	16
Personal Service	56

Of the above listed services, food, hotel/motel, long distance travel, local travel, Greyhound discount, and long distance phone involved some financial support from the agency. The remainder received information and directions, counseling, referral to another local resource, or presented a problem which could not be resolved.

In the same period, these services were provided in response: (Totals of clients, reasons for contact, and disposition of case differ because client may have made more than one request and may have received one or several services.)

<u>Disposition of Case</u>			
Salvation Army	149	Ride Lines	13
Aquarian Effort	1	Counseling	614
Sacramento Area		Information and	
Emergency Housing	18	Direction	691
Gospel Mission	16	Greyhound Discount	20
Hotel/Motel	30	Local Phone	
Travelers Aid Office	147	Personal Service	
Emergency Assistance		Service Unavailable	17
and Referral	5	Long Distance Phone	60
Welfare	29	Unresolved	55
Food Closet	10	Volunteers of America	84
Medical Center	3		

5. Program Results and Effectiveness:

a) Professional Survey:

In the survey of professionals and community agencies, thirty-eight (38) respondents indicated they were familiar with the program:

	<u>Extent of Contact</u>			<u>Program Effectiveness</u>			<u>Impact if Service Unavailable</u>		
	<u>Int.</u>	<u>Mod.</u>	<u>Lim.</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Ser.</u>	<u>Mod.</u>	<u>Neg.</u>
Public	4	8	9	13	3	0	7	5	3
Private	0	6	11	9	7	3	8	7	3
Total	4	14	20	22	10	3	15	12	6

b) Client Survey:

No client survey could be done because nearly all clients were transients.

6. Cost Analysis:

The total proposed 1977-78 budget for Travelers Aid is \$113,883, of which revenue sharing reimburses \$52,450 or 46%, for the Hotline/Streetworker Program. Revenue sharing reimburses 25% of the salaries of four regular office personnel, 100% of the salary of a social worker, 36% of office operating costs and 100% (\$15,000) for client transportation and emergency expenses. The primary reason for the increase in revenue sharing from 1976-77 to 1977-78 was a \$15,000 augmentation for purchase of transportation for clients. (The agency has lacked sufficient funds to meet many of the requests for transportation assistance.)

The average caseload for the Hotline/Streetworker program for 1976-77 was approximately 75 per month. Average case cost was approximately \$33.65. This unit of service cost does not include the cost of emergency housing or transportation. Assuming the same average caseload for 1977-78, the average caseload cost will approximate \$42,000. Data submitted by the program, indicates that approximately 50% of the requests for assistance are for transportation, the average transportation service per client would be \$33.20 for 50% of the total cases; thus, total costs for 50% of the caseload would approximate \$75.00 (\$42.00 service cost, \$33.20 transportation and assistance).

7. Internal Operations:

The reporting system is adequate for the kind of client contacts the agency has (many short-term clients). However, in most instances client records lack a summarizing statement as to what action was taken. The incompleteness of the record prevents a systematic determination of the resources used for particular clients, and limits the ability to evaluate program accomplishments.

A review of the records indicates that most clients have multiple problems, for which there are few solutions, most of which the agency cannot provide. The largest group of clients is single men. The agency serves as a "way station" to help people with no resources to get a room, a meal, shelter, or transportation. Many of the clients fail to keep scheduled counseling appointments or decide to seek some other solution rather than accept referrals which are provided.

There appears to be very little advantage to stationing a worker at the bus depot. There is no desk space where the worker can utilize her time for reports and other work and the intervals between calls are frequently very long. When the project first began, the worker used this time to make contacts with nearby hotels, street people, and the policeman on the beat to promote referrals. This seems unwarranted in view of the agency's limited resources to meet requests. (The agency director states that due to a shortage of funds, they periodically stop giving out any financial assistance--vouchers for meals, lodging, or transportation.)

Most Hotline contacts are made at hours when the worker is not stationed at the depot (between 8 a.m. and 5 p.m., after 11 p.m., and on weekends).

The Hotline can be used only at the bus depot. When the Hotline/Street-worker program was initiated, the situation at the bus terminal was somewhat different than at present. The bar at the depot was open 24 hours. There was no anti-loitering ordinance on the books, and there was only one Greyhound terminal. There were many more street people in the area with many social problems. Greyhound has since closed the bar; in April of 1977 the City of Sacramento passed an anti-loitering ordinance; a few months ago a Greyhound terminal opened in the north area. These changes have reduced the number of people in the area of the downtown terminal after hours.

A review of the records of agencies providing emergency shelter (Volunteers of America, Salvation Army, Sacramento Area Emergency Housing) indicates

that referrals from Hotline constitute a small portion of their total referrals. Agencies contacted indicated the Police Department and churches are the resources people contact for help most frequently, in the absence of other 24-hour services.

Personnel at the Police Department indicate it is easier for them to refer persons directly to agencies providing shelter or food rather than to use the Hotline. They point out that many people who are stranded or in need of help cannot go to the bus depot at 7th and L Streets to use the Hotline even if they know about it. (Since the Hotline is not listed as an emergency service in the telephone directory, there is no way of knowing about it except through referral or word of mouth, unless the person is at the bus depot. Furthermore, the primary target group is non-residents who are not likely to know of Hotline unless they are frequent users of the service.)

Personnel of the Welfare Department state that the Hotline serves clients who are not eligible for service at any other agency and that the service saves the County money because it prevents persons from becoming the responsibility of the County. From the records available, however, it is impossible to measure the impact of the services on County costs.

#### 8. Discussion and Recommendations:

Although service is available on a seven-day, 24-hour basis, it is available only to persons who know about it and who are able to come to the downtown bus depot to use the designated Hotline telephone. An emergency system should be available to anyone from any point in the County. At present, the Police and Sheriff's Departments are the only resources that meet this requirement.



Given the high unit cost, questionable results and other problems referred to above, we believe the Hotline experiment should now be phased out.

#### RECOMMENDATIONS

- We recommend that the County terminate revenue sharing support for the outreach staff position and Hotline services at the bus depot. (The Travelers Aid Society may find the added visibility the Hotline provides to the agency and the referrals generated warrant maintaining the service. However, this cost should be supported by other funds. In our opinion, the Hotline approach has not demonstrated its effectiveness.
- Because the Welfare Department views this service as a useful resource, we recommend that the County contract with Travelers Aid Society to provide assistance to those clients referred by the Welfare Department, who with some immediate assistance could be diverted from the public assistance rolls. After one year the cost and benefit of serving this caseload should be analysed to determine the merits of providing the service on an ongoing basis.
- Future record keeping should include case summaries to be used to evaluate the results of the program. Summaries should include adequate data about the request, the client's situation, and disposition of the case.

STEVE THOMPSON  
and Associates

1978  
January 31, 1977

Mr. John Kehoe, Chairman  
Citizens Advisory Commission on Revenue Sharing  
County Administration Building  
827 7th Street  
Sacramento, California 95814

Dear Mr. Kehoe:

In July of 1977, the County of Sacramento contracted with Steve Thompson and Associates to evaluate human service programs that received revenue sharing support from the County in 1976-77.

The report that follows contains summary evaluations of each of these programs, including recommendations regarding future funding and suggestions for improving program accountability and performance.

While studying the results of the County's revenue sharing program, we uncovered problems in the way revenue sharing money is allocated. Therefore, as agreed upon by the Commission and the Board of Supervisors, our report contains an analysis of policy and procedural problems, with recommendations to help resolve these problems. We have also included, in the Appendix, a suggested format for uniform cost and program reporting. With some modification, this format would be applicable in most programs. If adopted, it should assist the County to perform future evaluations and would help agencies improve the administration of their programs.

In addition to the other issues discussed in the report, we encountered two systemwide problems that contribute to unnecessarily high costs and fragmented services. In our opinion, too many agencies are operating special transportation services and information and referral services. Money could be saved and service to the public improved by integration of these activities. The project generated some preliminary data on these issues, but the limited time and scope of our assignment did not permit development of recommendations for comprehensive solutions.

I, and my staff, want to thank the personnel of the agencies we studied and the many hundreds of community professionals and agency clients who responded to our requests for information and opinions. This project was a community effort and we fully appreciate everyone's full cooperation.

One of the main reasons for contracting with an independent group to conduct this study was to secure a fresh look by experienced researchers who

Mr. John Kehoe

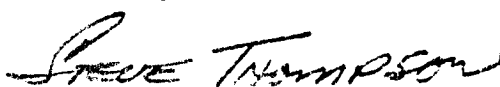
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1178  
January 31, 1977

have nothing to gain or lose from the outcome. We were asked to "call it as we see it" and the report contains our frank appraisal of programs and practices. There is no need to "read between the lines". We have earnestly attempted to base all of our conclusions on facts. Where we offer opinions, we have identified these as "recommendations" and others may disagree.

There are many thousands of poor people, minorities, and others with special problems, for whom the revenue sharing program is very important. We have attempted to make recommendations that will produce service improvements to these populations. We hope the report will be used constructively--as a stimulus for discussion and resolution of problems. If it is so used, our work will have been worth the effort and cost.

Sincerely,



Steve Thompson  
STEVE THOMPSON AND ASSOCIATES

Arthur Bolton  
Evelyn Michell  
Carol Bates  
David Levin  
Marilyn Isenberg  
John Phelan  
Ruth Bolton  
Jacquie Embs

A4920

ENDORSED  
FILED

In the office of the Secretary of State  
of the State of California

000362

MAY 15 1997

Certificate of Amendment of Articles of Incorporation

*Bill Jones*  
BILL JONES, Secretary of State

Wayne Maeda and James Harris the undersigned are the Vice president and Secretary, respectively, of Travelers Aid Society of Sacramento, a California Corporation, and desire to amend the Articles of Incorporation to read in full as follows:

I

The name of the corporation is Travelers Aid-Emergency Assistance Agency.

II

The purposes for which this corporation is formed are:

- (a) To provide emergency services which include casework intervention and direct financial assistance to include motel vouchers, transitional housing, permanent housing through 203k HUD Program, rental assistance, food, limited transportation and certain other needs as determined by a case plan.
- (b) To cooperate with various other agencies in Sacramento and vicinity in meeting the needs of the clients served.

III

"This corporation is organized exclusively for charitable purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code."

"Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1986

(or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law)."

"Upon winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and or scientific purposes and which has established its tax exempt status under section 501 (c)(3) of the Internal Revenue Code."

#### IV

The principal office for the transaction of the business of the corporation is to be located in the City of Sacramento, in the County of Sacramento, State of California.

#### V

The maximum authorized number of directors of the corporation shall be twenty-one (21). At no time shall the number of elected directors be less than eleven (11).

#### VI

This corporation shall have no capital stock. The persons acting in the capacity of directors of the corporation at any time shall be the only active members of the corporation and said persons shall, for the purposes of any statutory provision or rule of law relating to non profit corporations, be taken to be the members of the corporation and shall exercise all the rights and powers of members of the corporation.

#### VII

This corporation was formed by the incorporation of the Travelers Aid Society of

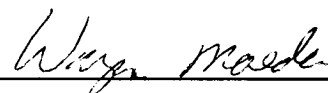
Sacramento, an unincorporated association, known since 1980 as Travelers Aid-Emergency Assistance Agency.

The foregoing amendments of Articles of Incorporation has been duly approved by the board of directors.

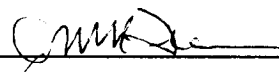
The foregoing amendments of Articles of Incorporation has been duly approved by the required vote of the members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: May 9, 1997



Wayne Maeda, Vice president



James Harris, Secretary

Articles of Incorporation  
of  
Travelers Aid Society of Sacramento

I

The name of the corporation is: Travelers Aid Society of Sacramento.

II

The purposes for which this corporation is formed are:

(a) To provide information, advice, guidance, protection and other assistance to all travelers who are in need of assistance or adjustment to the community by reason of unfamiliarity with the city, inexperience, illness, infirmity, disability or otherwise.

(b) To cooperate with various agencies in Sacramento and vicinity in meeting the needs of travelers.

(c) To cooperate with and to furnish means of cooperation with Travelers Aid Societies in other localities through the National Association of Travelers Aid Societies and otherwise.

(d) To have and to exercise all powers given by law to a non profit corporation organized and existing under and by virtue of the provisions of Division I, Part 4, Title 12, Article I of the Civil Code of the State of California.

(e) To do all acts necessary or expedient for the administration of the affairs of the corporation and the attainment of its purposes.

This corporation is non-sectarian and non-political and no fees or charges shall be collected for the services rendered by it. The corporation is a non profit corporation organized exclusively for charitable purposes and it does not contemplate pecuniary gain or profit to its members. No part of the corporation's net earnings, if any, shall now or hereafter inure to the benefit of any private shareholder or individual, and no substantial part of its activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation. If this corporation should ever be dissolved or wound up, any assets remaining on hand after payment of the corporation's debts and obligations shall be delivered by the directors to such other non profit charitable corporation or association as they may select which is then operating or organized to operate in the vicinity of Sacramento, California.

III

The principal office for the transaction of the business of the corporation is to be located at the City of Sacramento, in the County of Sacramento, State of California.

#### IV

The corporation shall have fifteen directors but the number may be increased or decreased by the adoption of an appropriate by-law. The names and addresses of the persons who have theretofore acted in the capacity of directors of Travelers Aid Society of Sacramento, an unincorporated association, and who are to act in the capacity of directors of this corporation until the selection of their successors are as follows:

Mr. Bert A. Barry	3715 College Avenue	Sacramento, Calif.
Mrs. June Campbell	Rt. 7, Box 5112	Sacramento, Calif.
Mr. John Claus	1100 45th Street	Sacramento, Calif.
Mr. Wesley K. Daniels	2640 3rd Avenue	Sacramento, Calif.
Mr. Fred Elkus	1331 44th Street	Sacramento, Calif.
Mr. Walter Finney	1510 12th Avenue	Sacramento, Calif.
Mrs. Butler Jack	1035 44th Street	Sacramento, Calif.
Mrs. John Kennedy	1320 39th Street	Sacramento, Calif.
Miss Katherine Meister	323 16th Street	Sacramento, Calif.
Mr. George F. McCormack	2200 L Street	Sacramento, Calif.
Mr. Fred W. Read	3240 H Street	Sacramento, Calif.
Mr. Stanley W. Reckers	365 Santa Ynes Way	Sacramento, Calif.
Mrs. Richard Schofield	1121 44th Street	Sacramento, Calif.
Mr. Elton B. Sherwin	2741 11th Avenue	Sacramento, Calif.
Mrs. George C. Turner	1735 7th Avenue	Sacramento, Calif.

#### V

This corporation shall have no capital stock.

The persons acting in the capacity of directors of the corporation at any time shall be the only active members of the corporation and said persons shall, for the purpose of any statutory provision or rule of law relating to non profit corporations, be taken to be the members of the corporation and shall exercise all the rights and powers of members of the corporation. There shall be no assessment levied against the members. The board of directors may provide for a class or classes of contributing members but such contributing members shall not be entitled to vote nor shall they have a voice in the management of the corporation's affairs. For the purpose of any statutory provision or rule of law relating to non profit corporations, such contributing members shall not be taken to be members of the corporation and shall not be entitled to exercise any rights or powers of members of the corporation.

#### VI

This corporation is formed by the incorporation of Travelers Aid Society of Sacramento, an unincorporated association.



IN WITNESS WHEREOF, for the purpose of forming this corporation, we, the undersigned President and Secretary of Travelers Aid Society of Sacramento, an unincorporated association, acting pursuant to a resolution of the board of directors of said unincorporated association, have executed these Articles of Incorporation this 18th day of May, 1944.

(FRED ELKUS)

President

(KATHERINE MEISTER)

Secretary

STATE OF CALIFORNIA )  
                          )ss.  
COUNTY OF SACRAMENTO)

On this 18th day of May, 1944, before me, J. W. S. Butler, a Notary Public in and for the said county and state, residing therein and duly commissioned and sworn, personally appeared FRED ELKUS and KATHERINE MEISTER, known to me to be the president and secretary respectively of Travelers Aid Society of Sacramento, an unincorporated association, and known to me to be the persons who subscribed the foregoing Articles of Incorporation, and they acknowledged to me that they executed the same.

WITNESS my hand and official seal.

(J. W. S. BUTLER)

Notary Public in and for the County  
of Sacramento, State of California.

Travelers Aid Society of Sacramento, Inc.

94-1167423

FYE 6-30-89

By-Law change -

Article III, Section 6, be amended as follows:

"Regular meetings of the Board of Directors  
shall be held on the ~~fourth~~ Wednesday of  
January, April and September at 7:30 a.m.  
of said day."

A handwritten signature in cursive script, reading "Elmer J. Tilson", written over a horizontal line.

Signature

Executive Director

BY-LAWS FOR THE REGULATION, EXCEPT AS OTHERWISE PROVIDED

BY STATUTE OR ITS ARTICLES OF INCORPORATION,

OF

TRAVELERS AID SOCIETY OF SACRAMENTO

## ARTICLE I

### Offices

Section 1. Principal Office. The principal office for the transaction of the business of the corporation is hereby fixed and located at Room 200 Southern Pacific Station Building in the City of Sacramento, County of Sacramento, State of California. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another in said City of Sacramento, County of Sacramento, State of California.

Section 2. Other Offices. Branch or subordinate offices may at any time be established by the Board of Directors at any place or places where the corporation is qualified to do business.

## ARTICLE II

### Meetings of Members

Section 1. The Articles of Incorporation of the Society provide that there shall be no voting members other than the members of the Board of Directors of the Society at any given time and for that reason no provision is made herein for a meeting or meetings of the members of the Society other than when acting in their capacity as directors.

## ARTICLE III

### Directors

Section 1. Powers. The affairs and business of the corporation shall be conducted, managed and controlled by the Board of Directors and the directors shall have power to make such rules and regulations therefor not inconsistent with law, with the Articles of Incorporation or these By-Laws as they may deem best.

Section 2. Number and Qualification of Directors. The authorized number of directors of the corporation shall be twenty-one until changed by a by-law amending this Section 2 of Article III of these By-Laws duly adopted by the vote or written consent of two-thirds of the then directors of the corporation. The members of the Board of Directors shall be representative of the community at large.

Amended October 11, 1946

Section 3. Election and Term of Office. All directors of the corporation shall be elected for a term of three years. Directors holding office at the time this amendment becomes effective shall continue to hold such office for the term for which they were elected. The six additional directors provided for by the amendment of Section 2 of Article III shall be elected at the time of the adoption of this amendment and their terms of office shall commence upon election; the terms of two of such directors shall expire on the 31st day of December, 1947, the terms of two of such directors shall expire on the 31st day of December, 1948, and the terms of the remaining two of such directors shall expire on the 31st day of December, 1949. Successors to those directors whose terms of office expire each year shall be elected at the December meeting which immediately precedes the expiration of the terms of office of those directors whose terms expire. New directors other than the six additional directors above provided for shall take office at the January meeting of the Board of Directors next following their election.

Amended October 11, 1946

A director completing a full term at the end of the month in which the election is held shall be eligible for re-election for one more full term, but at the end of the second full term shall not be eligible for re-election until one full year has elapsed. In case a director is elected to fill an unexpired term of eighteen months or less, he shall be eligible for re-election at the end of that period for a full term or unexpired term and shall then be eligible for re-election for a second full term so that his full service on the board may be not less than six years. A director who has served two and one half full terms shall not be eligible for re-election until a period of one year has elapsed.

Amended November 16, 1951

Section 4. Vacancies. A vacancy or vacancies in the Board of Directors shall be deemed to exist in case of the death, resignation or removal of any director or if the authorized number of directors be increased. No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of his term of office. A director absent four consecutive meetings without good and sufficient reason may be removed by the vote of the majority of the directors forthwith.

Vacancies in the Board of Directors may be filled by a majority of the remaining directors though less than a quorum, or by a sole remaining director.

Section 5. Place of Meetings. Meetings of the Board of Directors shall be held at any place within or without the City of Sacramento which has been designated from time to time by resolution of the Board or by written consent of all members of the Board.

Section 6. Time of Meetings. Regular meetings of the Board of Directors shall be held on the second Friday of each month at 12 o'clock noon of said day. If the regular meeting day should fall upon a legal holiday, such meeting shall be held upon such other day as may be designated by the president. At the December meeting of the Board members of the Board shall select a time for the meeting of the following January. At said January meeting the new directors and new officers will assume their duties.

Section 7. Special Meetings. Special meetings of the Board of Directors for any purpose or purposes shall be called at any time by the president or if he is absent or unable or refuses to act, by the vice-president or by any director.

Written notice of the time and place of regular and special meetings shall be mailed to the members of the Board of Directors not less than five days prior to the date of the meeting.

Section 8. Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed and wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum be present, and if, either before or after the meeting, each of the directors not present sign a written waiver of notice or a consent to holding such meeting or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records and made a part of the minutes of the meeting.

Section 9. One-third of the authorized number of directors shall be necessary to constitute a quorum for the transaction of business, except to adjourn as hereinafter provided. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors unless a greater number be required by law or by the Articles of Incorporation or these By-Laws. In the absence of a quorum a majority of the directors present at any directors' meeting may adjourn said meeting until a time fixed for the next regular or special meeting of the Board.

Amended August 13, 1948

#### ARTICLE IV

##### Officers

Section 1. Officers. Officers of the corporation shall be a president, vice-president, a recording secretary and a treasurer. The said officers shall be members of the Board of Directors and no one person may hold more than one office at the same time.

Section 2. Election. The officers of the corporation shall be elected by the Board of Directors at its December meeting and shall take office at the meeting held in the January following their election.

Section 3. Removal of Officers. Any officer may be removed by a majority of the directors at the time in office and any officer may resign at any time by giving written notice to the Board of Directors or to the president or to the secretary of the corporation.

Section 4. Vacancies. A vacancy in any office because of the death, resignation, removal, disqualification or any other cause shall be filled by election at the next meeting of the Board of Directors, or as soon thereafter as possible.

Section 5. President. The president shall have general supervision, direction and control of the business and offices of the corporation, subject, however, to the Board of Directors. He shall preside at all meetings and shall be an ex officio member of all committees.

Section 6. Vice-President. In the absence or disability of the president the vice-president shall perform all the duties of president and when so acting shall have all the powers of and be subject to all the restrictions upon the president.

Section 7. Recording Secretary. The recording secretary shall keep or cause to be kept a book of minutes at the principal office of the corporation, or at such other place as the Board of Directors may order. Said recording secretary shall prepare and keep full minutes of all meetings with the time and place of holding noted therein and, if special, the manner that said meeting was authorized. Said minutes shall contain a statement of the directors present or absent at meetings and shall contain a full report of all proceedings of the meetings. The recording secretary shall give or cause to be given notice of all the meetings of the Board of Directors as hereinbefore provided.

Section 8. Treasurer. The treasurer shall have charge of the funds of the corporation and shall make monthly reports to the Board and shall give such security as the Board may require. He shall deposit all funds in such bank or banks as the Board of Directors may designate. Withdrawal receipts or checks drawn against the funds of the corporation shall be signed by the president, treasurer, and executive secretary and the bank holding said funds shall be instructed to honor withdrawal receipts or checks signed by any two of said persons. The accounts of the treasurer shall be audited annually at such time as the Board of Directors may determine.

## ARTICLE V

### Committees

Section 1. The Board may appoint or authorize the president to appoint such committees as may be appropriate to assist the Board in the conduct of the corporation's affairs.

## ARTICLE VI

### Staff and Personnel Policies

Section 1. The Board of Directors shall maintain a written statement of Personnel Practices that will be available to all employees at all times.

Amended May 16, 1952

## ARTICLE VII

### Miscellaneous

Section 1. Inspection of Books and Records. Any member of the Board of Directors may inspect the books and records of the corporation at any time.

Section 2. Execution of Contracts. Unless otherwise directed by the Board, contracts of the corporation shall be executed by the president and recording secretary but unless authorized by the Board of Directors no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement, or to pledge its credit, or render it liable for any purpose or to

any amount. The Board may confer blanket authority upon the executive secretary to pay or incur expense for routine items such as telephone and telegraph service, office supplies, et cetera, and also for meals, lodging and transportation furnished to proper subjects of Travelers Aid Service as is customary with Travelers Aid Societies affiliated with National Travelers Aid Association, but the executive secretary should confer with the president before incurring an expense of this character when the same is unusual in amount.

#### ARTICLE VIII

##### Amendments to By-Laws

Section 1. New By-Laws may be adopted or these By-Laws may be amended or repealed by the vote of two-thirds of the directors of the corporation.

# SACRAMENTO TRAVELERS AID SOCIETY BOARD MEMBERS - 1959

BEATTY, John F. Manager, Greyhound Lines	1104 Rose Court <i>West Sac</i> 7th and L Streets	GI 8-7712 HI 4-6800	Dec. '61
BOWKER, Mrs. John	3364 Sierra Oaks Dr.	Iv 9-9283	Dec. '61
BREUNER, Wm. R. (VICE PRESIDENT) Buyer, John Breuner Co.	480 Crocker Road 604 Kay Street	Iv 9-0883 HI 4-8051	Dec. '59
BROOKS, Rev. William All Saints Episcopal Church	4907 S. Land Park Dr. 2076 Sutterville Rd.	GI 8-1046 GI 5-0643	Dec. '59
CALLNON, John G. Mgr, Empl. Relations, Campbell Soup	1804 Bonnie Way 43rd Ave & Franklin	Iv 7-3764 Ga 8-7890	Dec. '60
CARNIE, Mrs. Fred E.	2033 Vesta Way	Iv 9-2908	Dec. '59
COLLEY, Nathaniel S. Attorney	5441 Pleasant Dr. 1617 - 10th Street	HI 6-7585	Dec. '61
DAVIS, Ronald Nathan & Michel Real Estate	641 Casmalia Way 1012 7th Street	Iv 9-1215 GI 3-2581	Dec. '59
EVANS, Hugh A. Eissinger and Evans, Attorneys	2032 Vesta Way Forum Building	Iv 9-3080 HI 6-7901	Dec. '61
FISCHER, Mrs. Ray E.	1111 43rd Street	GI 5-2724	Dec. '60
HARRIS, Robert (TREASURER) Budget Analyst, State Dept. Finance	4345 Marley Drive State Capitol Bldg.	Iv 7-3159 HI 5-4711 Ext. 4481	Dec. '59
HOLT, George Dist. Passenger Agent-Southern Pac.	5421 Bonniemae Way 5th and I Streets	GI 6-1909 HI 4-8011	Dec. '60
HULLIN, Miss Dorothy (SECRETARY) Asst. Super. Attend. & Welfare Sacto. City Schools	2640 9th Avenue 1619 - N Street	IV 7-7649 HI 4-6060	Dec. '59
KENNEIK, Douglas L. (PRESIDENT) Dentist	2840 Walton Way 926 Jay Building	Iv 9-5665 GI 3-2806	Dec. '61
MCCONNELL, Darrell Sales Repres., United Air Lines	5405 - 55th Street Senator Hotel	GI 7-8495 Ga 1-1000	Dec. '60
MILLER, John E. Manager, Bank of California	1528 39th Street 812 - J Street	GI 7-0684 HI 4-8600	Dec. '59
MYSING, Peter D. Asst. Departmental Acct. Officer Department of Education	906 46th Street 721 Capitol Ave.	GI 6-4683 HI 5-4711 Ext. 4401	Dec. '60
PETERSEN, Mrs. L. T.	640 Jones Way	GI 8-9869	Dec. '61
VANDEGRIFT, Lucien Attorney General's Office	1513 32nd Ave. State Capitol Bldg.	Ga 8-8676 HI 5-4711 Ext. 4659	Dec. '60
VIEILLE, Richard C. Real Estate	1131 41st Street 926 Jay Building	GI 7-5165 GI 8-8214	Dec. '60
WALKER, Robert Manager, Western Title Guaranty Co.	6448 Holstein Way- 919 - 8th Street	Ga 8-3824 GI 3-4871	Dec. '61